

STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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TO: County Assessors

FROM: Barry Wood, Assessment Division Director *BW*

RE: 2012 General Reassessment Monthly Status Report

DATE: February 1, 2011

Over the past three years, the hard work of local officials has brought about the much sought after return to on-time property tax billing. This has benefited taxpayers and local units of government alike, bringing predictability to the schedule and reducing the taxpayer dollars spent on short-term borrowing. To maintain this statutory timeframe, the Department of Local Government Finance ("Department") will continue to keep on-time billing as its top priority. For 2012 Pay 2013, on-time billing hinges on the timely completion of the 2012 General Reassessment. Therefore, the Department is releasing a tool to assist local officials in preserving the success achieved in recent years by completing an on-time reassessment.

To maintain open lines of communication and up-to-date information, the Department will begin implementing a monthly status report effective February 1, 2011. The template for the report is attached. The purpose of this monthly status report is to ensure counties are meeting the statutory benchmarks for completion of the reassessment (IC 6-1.1-4-13.6 [Version B] and IC 6-1.1-4-21), as well to provide assessing officials the opportunity to report issues and concerns directly to the Department. Department field representative will respond to all such issues and assist in resolving them whenever possible.

The information provided in the monthly report will also be used to update two General Reassessment Status Maps – one for the parcel review process and the other for the data review process. The Department considers the completion of a parcel to include both the physical inspection and the corresponding data entry and update of the parcel characteristics in the CAMA system. Therefore, both maps designate timeliness based on the statutory benchmarks.

The data review process map should reflect the percent complete of all of the parcels. (For example, if a county has reviewed 50% of the parcels and have entered 100% of the data, the map would show 50% complete and not 100% complete. If a county had completed 50% of the data entry for those same parcels, then the total would be 25% of all parcels had been data entered.) The status maps will be accessible on the Department's website at <http://www.in.gov/dlgf/6827.htm>.

Please review the attached draft maps and notify us immediately if any information about the status of your county is incorrect. The Department will update these draft maps to reflect the correct/current status before the maps are posted on our website.

The Department will send out the monthly status report template on the first of each month, and should be returned to your Assessment Field Representative by the 10th of each month, beginning February 10. If your county has contracted out with a vendor to complete the reassessment work, the vendor may complete the report on your behalf and send directly to the Assessment Field Representative, copying you on the e-mailed response. The assessor is ultimately responsible for the completion of the reassessment work and the accurate reporting of the county's progress.

Please contact Barry Wood, the Assessment Division Director, at 317.232.3762 or Bwood@dlgf.in.gov , or your field representative if you have any further questions. A list of field representatives, counties, and contact information is available at www.in.gov/dlgf/files/Assessment_Field_Repsby_County.pdf.